

HOW TO ADD TOTALS TO A PIVOT SECTION

Step 1:

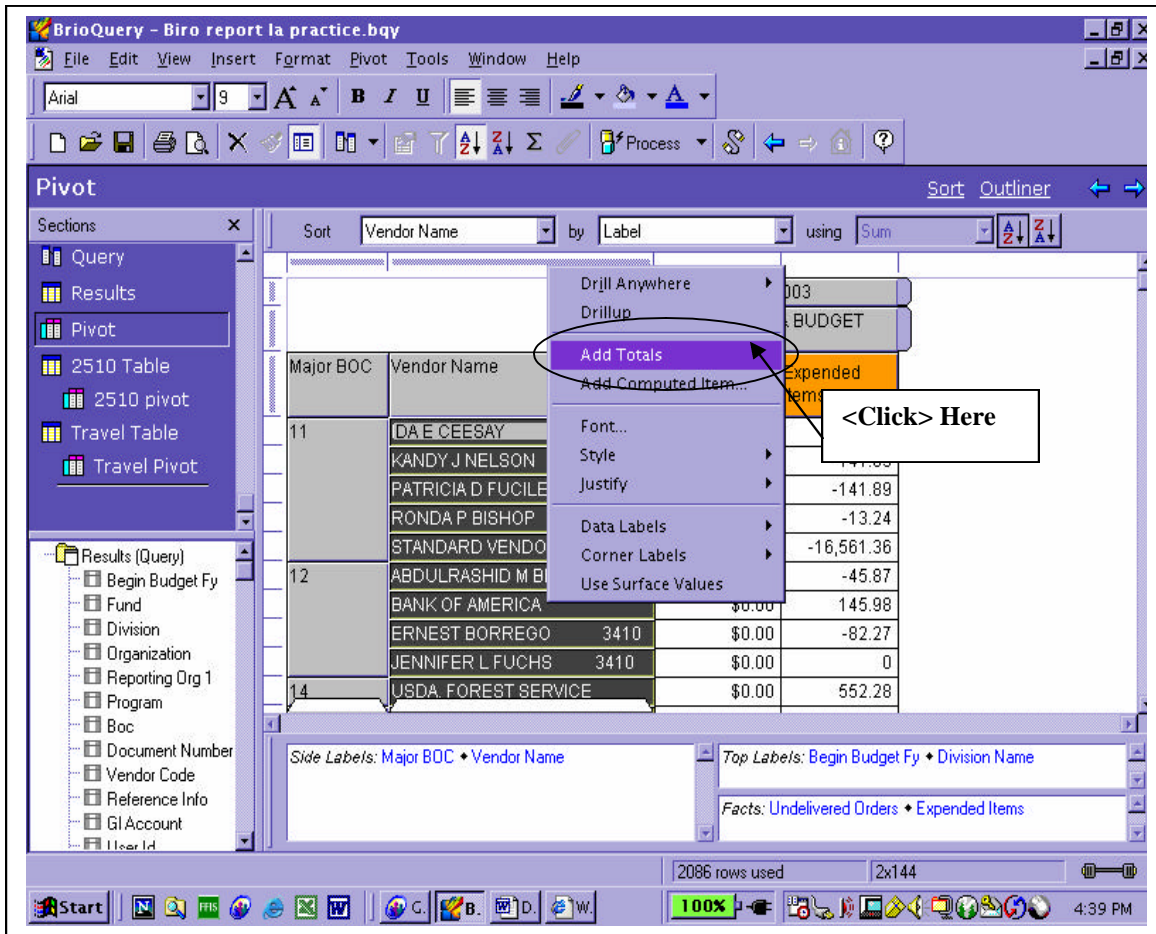
The screenshot shows the BrioQuery interface with a Pivot table. The Pivot table is set to sort by 'Vendor Name' and use 'Sum' for 'Expend Items'. The data is organized into sections: 'Major BOC' (red header), 'Standard Vendors' (gray header), and 'Sub Total' (yellow header). The data rows show vendor names and their corresponding expenditure amounts.

Major BOC	Vendor Name	Expend Items	Sum
11	STANDARD VENDORS		
	KANDY J NELSON 3410	\$0.00	-141.89
	PATRICIA D FUCILE 3410	\$0.00	-141.89
	IDA E CEESAY 3410	\$0.00	-100.05
	RONDA P BISHOP 3410	\$0.00	-13.24
	Sub Total	\$0.00	-17,683.97
12	ABDULRASHID M BEHI 3410	\$0.00	-45.87
	BANK OF AMERICA	\$0.00	145.98
	Sub Total	\$0.00	100.11
14	USDA FOREST SERVICE	\$0.00	552.28

Side Labels: Major BOC • Vendor Name
Top Labels: Begin Budget Fy • Division Name
Facts: Undelivered Orders • Expend Items

1. <Click> on the gray line above the column you want to create a Total from. This is not an intuitive process, you may think you will get the right total but if not try another column.

Step 2:



2. Right <click> and go to **Add Totals**.

Step 3:

BrioQuery - Biro report la practice.bqy

File Edit View Insert Format Pivot Tools Window Help

Sort Vendor Name by Label using Sum

Pivot

Sections

- Query
- Results
- Pivot
- 2510 Table
- 2510 pivot
- Travel Table
- Travel Pivot

Results (Query)

- Begin Budget Fy
- Fund
- Division
- Organization
- Reporting Org 1
- Program
- Boc
- Document Number
- Vendor Code
- Reference Info
- Gl Account
- User Id

		BFY 2003	
		MANAGEMENT & BUDGET	
Major BOC	Vendor Name	Undelivered Orders	Expended Items
11	IDA E CEESAY 3410	\$0.00	-100.05
	KANDY J NELSON 3410	\$0.00	-141.89
	PATRICIA D FUCILE 3410	\$0.00	-141.89
	RONDA P BISHOP 3410	\$0.00	-13.24
	STANDARD VENDORS	\$0.00	-16,561.36
	Total	\$0.00	-16,958.43
12	ABDULRASHID M BEHI 3410	\$0.00	-45.87
	BANK OF AMERICA	\$0.00	145.98
	ERNEST BORREGO 3410	\$0.00	-82.27
	JENNIFER L FUCHS 3410	\$0.00	0

Side Labels: Major BOC • Vendor Name

Facts: Undelivered Orders • Expended Items

Hit the Delete key after selecting the item.

Ready | Sorting Complete | 2x155

3. To remove a Total <click> on the **Total line** and hit the **Delete key**.